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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
Washington 25, D. C.

May 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-8

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Administrative Services

Responsibility for supplying the administrative services described herein is vested in the Administrative Officer of the Branch.

I. Liaison with Service Divisions of the Office of Distribution

The Administrative Officer is the Liaison Representative between this Branch and the service divisions of the Office of Distribution on the following matters:

Budgetary Control Budget Division
Personnel Personnel Division
Branch Organization Organization & Procedure Division
General Administrative Services . Administrative Services Division

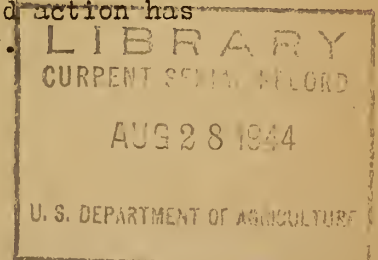
A. Budgetary Control

The Administrative Officer is responsible for budgetary control within the Branch and prepares all reports and estimates required by the Budget Division.

B. Personnel

1. Employment and Change in Status

Division chiefs should present the personnel requirements of their divisions to the Administrative Officer, who will submit the proper personnel actions to the Personnel Division. The number and types of jobs open in the Branch, the qualifications of employees for particular positions, promotions, disciplinary action and other personnel problems must comply with Civil Service regulations. It is imperative, therefore, that no commitments be made to employees or prospective employees before the proposed action has been approved by the Administrative Officer.



2. Personnel Relations

Insofar as is possible, personnel relations should be handled on an office or division level. Employees should discuss with their supervisors or division chiefs (and vice versa) problems that arise in connection with promotions, misassignments, unsatisfactory working conditions, etc. Only when an employee or supervisor has a serious complaint which cannot be remedied within the division should he or she consult the Administrative Officer.

3. Miscellaneous personnel services

The following personnel services are handled in the Office of the Administrative Officer:

- (1) Requests for deferment
- (2) Distribution of salary checks and pay slips
- (3) Payroll deductions and War Bond drives
- (4) Red Cross, Community War Fund and other authorized drives
- (5) Group hospitalization

C. Branch Organization

The Administrative Officer collaborates with the Operational Planning and Services Division, the Assistant Chief and the Chief of the Branch in planning the internal organization of the Branch, and submits their recommendations to the Organization and Procedure Division of the Office of Distribution for approval.

D. General Administrative Services

Unless otherwise indicated, the below-listed services may be requested informally by a memorandum to the Administrative Officer.

- Office space
- Telephones and telephone repairs
- Light replacements (may be handled by telephone)
- Typewriter repairs
- Office furniture and supplies*
- Duplicating and printing*

*1. Supplies

One person in each division is charged with the responsibility of ordering supplies for the division. That person should prepare, not oftener than once a week, a memorandum from the division chief to the Administrative Officer listing the supplies needed. The division chiefs shall be responsible for keeping the requisitioning of supplies to a minimum.

*2. Duplicating

Requests for duplicating should be submitted in the form of a memorandum to the Administrative Officer from the person desiring the duplication. The kind of process, number of copies and the distribution desired must be stated in the memorandum.

a. Dittoing

Requests for dittoing must be accompanied by master ditto sheets of the material to be duplicated. The ditto process should be requested in all cases where less than 100 copies are needed.

b. Mimeographing

Whenever possible, mimeographing stencils should be prepared in the division and should accompany the request for duplicating.

Form FDA-700, "Form Clearance Certificate", prepared in duplicate, must accompany requests for duplication of forms that have not previously been approved.

An extra copy of Form FDA-700 must be prepared for any forms, with the exception of Announcement and Offer Forms, which require that ten or more respondents furnish information, maintain records or compile statistical data. The extra copy shall be used to secure necessary clearance of the form with the Bureau of the Budget.

When a large supply of a form is necessary, the request for duplicating should stipulate the quantity needed for immediate use and request that the balance be printed.

II. Messenger Service

The mail service operates on hourly schedule. Special messenger service may be obtained by calling the mail room, Extension 4072.

Any suggestions as to changes in messenger service should be submitted to the Administrative Officer.

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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
Washington 25, D. C.

August 1, 1944

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To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Administrative Services

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Budgetary Control	Budget & Organization Division
Personnel	Personnel Division
Branch Organization	Budget & Organization Division
General Administrative Services . .	Administrative Services Division

A. Budgetary Control

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B. Personnel

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